

Utah State Tax Commission

Instructions for TC-71 Schedule A

General Instructions

This schedule is to be completed and attached to your return if you have more than one place of business in Utah.

Do not use this schedule to report goods shipped from outside Utah direct to consumers in Utah. These sales should be reported on Schedule B/D or Schedule C.

Each place of business will be preprinted in column 1 according to information from the Tax Commission files. Report immediately any changes in this information.

Attach the original of this schedule to your return, Form TC-71M or TC-71V. Make a copy for your records.

Sales and Use taxes collected by a vendor shall be held in trust for the benefit of the state and for payment to the Tax Commission in the manner and at the time provided for in Title 59, Chapter 12.

Column Instructions

- Column 1** Preprinted locations in column 1 are as shown on the Tax Commission files. Make any corrections as needed, including adding additional locations or deleting locations no longer open.
- Column 2** Do not make any entries in column 2. This column is for Tax Commission use only.
- Column 3** Enter in column 3 the net amount subject to sales and use tax for each location shown in column 1. (Total sales included in line 1 of the return for this location, minus exempt sales included in line 2 of the return for this location, plus goods purchased tax free included in line 4 of the return for this location, plus or minus the adjustments included in line 6 of the return for this location. Total column 3.
- Column 4** Column 4 is only for monthly filers using form TC-71V. See the instructions on this form for information.
- Column 5** The figure preprinted in column 5 is the tax rate applicable to each place of business shown in column 1.
- Column 6** Enter in column 6 the combined state and local sales and use taxes. This is determined by multiplying each net taxable amount in column 3 by the preprinted tax rate shown in column 5. Total column and enter amount on line 8 on TC-71M or TC-71V.

If you need further information you may write to the Utah State Tax Commission at 210 N 1950 W, SLC UT 84134-0400, or telephone 801-297-2200 or 1-800-662-4335 if outside the Salt Lake City area.

If you need an accommodation under the Americans with Disabilities Act, contact the Tax Commission at (801) 297-3811 or TDD (801) 297-3819. Please allow three working days for a response.

If you need additional information, or to access up-to-date forms, publications and tax bulletins, visit the Tax Commission's home page at: <http://www.tax.ex.state.ut.us>.

Substitute Forms: Substitute forms must meet all specifications and be approved by the Tax Commission prior to use. See web page for specifications and contact information.